

CITY OF ATLANTA GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Crime Scene Unit Supervisor

Date: 2001

Purpose of Job

The purpose of this job is to perform manage and oversee the overall operation of the Police Crime Scene Unit within the Police Department. Duties include, but are not limited to: supervising and training assigned personnel; managing the processing of crime scenes, fingerprints, photographs and various records; participating in identification and investigation work; approving the dissemination of crime information reports and criminal history records; testifying in court; preparing annual budget and compiling reports; and maintaining and updating records for proper documentation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Directs, manages and administers, either personally or through subordinate supervisors, the day-to-day operations of the Police Crime Scene Unit; reviews and approves personal leave, sick and vacation.
- Assigns and transfers personnel; reviews and authorizes overtime and compensatory forms ensuring requirement not frivolous and was necessitated by emergency.

Planning and Organizing:

- Organizes, prioritizes and distributes work and shift assignments to subordinates; schedules training classes for technicians; works to meet the goals and objectives of the department.
- Plans the short and long term needs of the unit; schedules appointments with vendors/suppliers.
- Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Responds to questions, complaints and requests for information by telephone or in person from medical and court personnel, attorneys, applicants, the general public, other agencies, officers and employees, superiors, etc.
- Interviews prospective employees.
- Contacts vendors/suppliers to obtain information on merchandise, to order supplies, to schedule demonstration appointments, etc.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Employee Development:

- Develops and maintains a training program for new employees; provides technical assistance as needed.
- Establishes goals for employees on a regular basis; guides and trains subordinates on crime scene operations, proper procedures and protocol of the department.
- Reviews documents processed by subordinates to ensure accuracy; discusses errors which may arise and recommends method for corrective action.

Administrative Duties:

- Reviews and/or approves various reports, forms and requests, files and records including accident and revenue reports, complaint forms, training, off-day and vacation requests, payroll and personnel documents, etc.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Represents supervisor and/or substitute for other supervisors and co-workers in temporary absence of same; performs flexible unit assignments as needed and other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

Fiscal Responsibilities:

- Prepares annual budget to include needed equipment, materials, supplies, training, etc.; requisitions recommended equipment, materials and supplies based on budget monies available and control guidelines.
- Monitors expenditures to ensure compliance with approved budget; may review billing invoices and verify receipt of goods for accounts payable.

Productivity and Accountability:

- Coordinates various unit functions with the courts, district attorney's office, Georgia Crime Information Center, etc.; monitors official NCIC/GCIC computer inquiries/responses.
- Oversees the management of crime information reports, criminal history records, and keeps abreast of all state and federal laws pertaining to the maintenance and dissemination of same; ensures "need-to-know" policy is followed as prescribed by law.
- Reviews productivity of unit personnel including crime scene technicians, crime scene, photo lab, composite artist and data entry personnel.
- Participates in skilled identification or investigation work as required; manages and conducts internal investigations as necessary.
- Manages and/or oversees the processing of latent fingerprints, crime scenes and various records including fingerprint, indictment, bindover, new and repeater records.
- May testify in local, state and federal courts as expert witness on fingerprint charts and evidence.
- Remains on-call 24-hours/7-days to handle emergencies.

Equipment Use and Maintenance:

- Operates a computer, printer, etc., to enter, store and retrieve data, to prepare and produce reports, compose routine correspondence and disseminate information to others on the system using knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Operates a vehicle to mobilize to an incident, meeting, event, etc. which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

- May utilize crime scene identification equipment including various still shot and video cameras, lights, fingerprint processing equipment, etc.; may use fingerprint searcher and microfilming reader/printer.

Record Keeping and Documentation:

- Prepares, maintains, and/or oversees the preparation of records, forms and monthly, quarterly and annual reports including budget, management plans, technical studies, training lesson plans, statistical analyses, personnel orders, etc.
- Completes daily time sheet and activity reports, vehicle maintenance requests, purchase requisitions, training reports and various other forms and documents; may prepare documentation for court cases.
- Manages the filing, retrieval and the process of microfilming criminal history records.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.

Interpersonal Relations:

- Networks and interacts with personnel from other agencies and public officials from other cities in an effort to exchange ideas in areas of mutual interest and to discuss emerging trends in police identification practices and techniques.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has considerable knowledge of modern police identification techniques, police photography, human relations, administrative and local law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to perform to established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to develop and implement long-term goals

for the department in order to promote effectiveness and efficiency. Has considerable knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret administrative and management reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Criminal Justice, Forensic Science or related field required, Bachelor's degree preferred; three years experience in police crime scene techniques, records management including supervisory and administrative background in a similar law enforcement environment or related required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.